

PRACTITIONER ENROLLMENT INSTRUCTIONS

LACDMH IBHIS CONFIGURATION

February 8, 2013

PURPOSE OF THE APPLICATION AND ENROLLING PRACTITIONERS:

In order to prepare for the Integrated Behavioral Health Information System (IBHIS), LA County DMH all providers to complete the Practitioner Enrollment process for all individuals who will be providing services through their agency. This involves: 1) ensuring information is current and correct and 2) gathering additional information regarding discipline/job function for all Rendering Providers (hereafter referred to as Practitioners). Only Practitioners set up in the application will be able to submit claims (including direct services, MAA, COS, and QA) in IBHIS.

PRACTITIONER INFORMATION IN THE APPLICATION:

The application contains the information for each Practitioner in the Integrated System (IS) as of February 4, 2013. For Directly-Operated agencies, the Practitioners are identified by Billing Provider. For Contract agencies, the Practitioners are identified by Legal Entity. Practitioners cannot be added through this application. As we get closer to the roll-out of IBHIS, you will have another opportunity add in any new Practitioners.

WHAT YOU NEED TO DO AND WHY IT'S IMPORTANT:

We are asking that you confirm the data and enter in additional information for each Practitioner at your Legal Entity/Billing Provider in accord with the directions below. The information you provide in the application will assist in configuring IBHIS and ensuring the system works properly. The selections made in the application will impact:

1. Procedure code usage;
2. Funding availability;
3. Progress notes, co-signature and electronic signatures (for Directly-Operated staff);
4. Compliance with State and Federal laws and regulations.

PROCESS AND ACCESS TO THE APPLICATION:

In order to access the application, you must be on a list of approved users that have been identified by each Legal Entity/DO program. Legal Entity approved users must have RSA card access and DO approved users must have network access. The application can be accessed at:

Contract Providers (RSA and IS required)

<https://dmhapps.co.la.ca.us/IBHISPE>

Directly Operated and DMH Users

<http://dmhhgweb2/IBHISPE>

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The approved user must complete the application for all Practitioners. To complete it, the approved user must always coordinate with the Practitioner to ensure the information put into the application is consistent with the Practitioner's:

1. Job function/description;
2. Scope of practice;
3. Information found in the National Plan and Provider Enumeration System (NPPES) and State Licensing Boards.

Note: Changes made in the application will NOT be made in the IS. If a change is needed in the application, it likely means that the information in the IS is NOT accurate. The change will NOT be made in the IS until information is submitted to DMH CIOB via the Rendering Provider Application.

DUE DATE:

All Practitioner records must be reviewed and marked with Submission Status "Completed" or "Do Not Enroll" by March 1st, 2013 for Directly-Operated programs and IBHIS Pilot 1 Legal Entities.

QUESTIONS:

Technical questions regarding the application (such as logging in or error messages) should be directed to: DMH Helpdesk 213-351-1335

Questions regarding specific field values to assign in the application (such as which discipline to choose, how to complete the application, which fields are required) should be directed to: Quality Assurance Division 213-251-6855

GETTING STARTED

When you first log in to the application, you will see a list of the programs for which you have been authorized to complete the practitioner enrollment process. From this screen left click the [Select] button next to the provider you want to work.

Legal Entity Number	Provider Name
Select 00188	ENKI HEALTH AND RESEARCH SYSTEMS I
Select 00019	1904 ANTELOPE VALLEY MHS

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This will take you to the Practitioner page which provides a list of all practitioners current associated to that program/legal entity. There are several things that you can do to help you work the list. These include filtering the list by either the “Submission Status” or “Provider Owner” (both of which are described later). You can also search for a specific practitioner by name by typing it into the search box at the upper right corner. The list including all associated data elements can be downloaded into an Excel spreadsheet by clicking on the Excel logo next to the search box. Finally, you can sort the list on the screen simply by clicking on the header of the column that you want to sort by.

The screenshot shows the 'IBHIS Practitioner Enrollment' interface for 'PROVIDER: 1904 ANTELOPE VALLEY MHS'. It features a table of practitioners with columns for First Name, Last Name, NPI, and Submission Status. Annotations include: 'Filter List' pointing to the Submission Status dropdown; 'Excel Download' pointing to the Excel icon; 'Search by Name' pointing to the search box; and 'Sort by Column Header' pointing to the Last Name header. The table lists practitioners like LAWRENCE OGBECHIE, HUSSEIN BAKR, JULIE SANCHEZ, and WILLIAM OWENS.

First Name	Last Name	NPI	Submission Status
LAWRENCE	OGBECHIE	1003869247	In Progress
HUSSEIN	BAKR	1013142801	In Progress
JULIE	SANCHEZ	1013165836	Not Worked
WILLIAM	OWENS	1003872764	Not Worked

To begin entering and validating data related to a particular practitioner in the Enrollment application, left click the edit box to the left of their first name.

The screenshot shows the 'IBHIS Practitioner Enrollment' interface for 'PROVIDER: 1904 ANTELOPE VALLEY MHS'. It features a table of practitioners with columns for First Name, Last Name, NPI, and Submission Status. An annotation points to the edit box (a small icon) to the left of the first name 'SUZANNE' in the first row of the table. The table lists practitioners like SUZANNE BRINSON and RAMONA CASUPANG.

First Name	Last Name	NPI	Submission Status
SUZANNE	BRINSON	1831216639	Not Worked
RAMONA	CASUPANG	1619262888	Not Worked

FIELDS IN THE APPLICATION AND DIRECTIONS ON COMPLETING:

Required fields are in **RED**; information only fields are in **GREEN**. Some fields become required base on selections made in other fields.

Last Name and First Name: Confirm the Practitioner’s First and Last Name is correct. Confirm the rendering Provider’s name is correct (including spelling). If information is incorrect, make the correction.

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Provider Owner: Each Practitioner has been identified with an “Owner” or agency that is responsible for validating all the information for that Practitioner. If a Practitioner is providing services at multiple agencies, the “Non-Owner” may update the Practitioner’s information as well to ensure the Practitioner is set up with the appropriate information. However, if there are discrepancies between what the Owner and Non Owner enter into the application, the Quality Assurance Division will be contacting agencies to clear up the discrepancy.

Date Last Seen at the Owner: The date of the last claim submitted by the Owner agency.

- This field will be blank if the Practitioner has not submitted any claims at the Owner agency.

Date Last Seen at Your Agency: The date of the last claim submitted at your agency.

- Used to assist in determining whether or not the Practitioner needs to be enrolled at your agency in IBHIS.
- This field will be blank if the Practitioner has not submitted any claims at your agency.

Disenroll at this Agency: If a Practitioner no longer works at your Legal Entity (for Contractors) or DO agency (for Directly Operated), **or will not be with the program as of September 2013**, check the “Disenroll at this Agency” box. Selecting Disenroll will not impact their current ability to claim through the IS – This applies only to whether they will be set up in IBHIS.

- There is no need to complete the rest of the application if you check this box. You can go straight to marking the submission status as “Do Not Enroll” and click [Save].
- If you know the Practitioner will be leaving your agency prior to September 2013 you should also check this box so the Practitioner is not set up in IBHIS (e.g. a student trainee at your agency who will complete their training at your agency this coming May; a locum tenen psychiatrist who will be leaving).

NPI: Confirm the Practitioner’s NPI is correct.

- NPI must be Type I NPI (Type I NPIs are used to identify the Individual whereas Type 2 NPIs are to identify the Organization).
- If no NPI is listed, it means the NPI in the IS was either being used by multiple Practitioners or was a Type II NPI.

Gender: Confirm the gender of the Practitioner.

Ethnic Origin: Identify the ethnic origin for the Practitioner. Only one may be chosen.

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Discipline: Enter the Practitioner's discipline. Only one may be selected.

- Determines which procedure codes may be used/claimed for by a specific Practitioner.
- What is chosen will limit choices for Category field and Credentials field (DO Only for Credentials).
- If a Practitioner has more than one discipline, choose the discipline code for which the Practitioner was hired (e.g. staff was hired as a Nurse Practitioner but is also an RN - Nurse Practitioner would be chosen).

Category: Enter the Practitioner's Category of discipline. Only one may be selected.

- Impacts fees charged for services provided by Practitioners and the suffix on the CMS form.
- For Directly-Operated programs, impacts whether or not a co-signature is required on progress notes.
- What is chosen will determine if a license/registration/certification number or DEA license number are required.
- What is chosen will limit the taxonomy choices available.

Primary License/Reg/Cert Number: Verify the license/registration/certification number for each Practitioner (if applicable). The license/registration/certification number entered must be a current and valid license/registration/certification. Both the letters and the numbers should be listed (e.g. LCS 27415).

- A number is **required** for the following Categories of Practitioners:
 - ✓ Social Worker (Registered, Licensed)
 - ✓ Medical Doctor
 - ✓ Doctor of Osteopathy
 - ✓ MFT (Registered, Licensed)
 - ✓ Registered Nurse
 - ✓ Nurse Practitioner
 - ✓ Licensed Psych Tech
 - ✓ Pharmacist
 - ✓ Physician Assistant
 - ✓ Financial Worker
 - ✓ Licensed Psychologists
- A number should be entered for Psychologists who are licensed. For waived Psychologists, a number is not to be entered.
- You may enter a number for other Categories if a number is available.

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(DO Only) DEA ID: Confirm the DEA license number for any Disciplines who are required to have a DEA License.

- A DEA license number is **required** for the following Categories of Practitioners:
 - MD
 - DO
 - NP
 - Pharmacist
- The DEA ID will be blank if the DEA number in the IS is currently associated with more than one Practitioner.

DEA Expiration Date: Confirm the DEA expiration date is the expiration date for the current DEA license.

- Expiration date is **required** for the Categories listed above requiring a DEA number.

Taxonomy: Select the appropriate taxonomy for each Practitioner.

- Only one (1) taxonomy should be chosen based on the Practitioner's Category and/or job function/description for which they were hired.
- Must be consistent with the Practitioner's selected Category.
- The complete list of acceptable taxonomies with descriptions is listed in the IS Codes Manual starting on page 122 and at the end of this document.
- The taxonomy chosen must always match a taxonomy the Practitioner has identified in the National Plan and Provider Enumeration System (NPPES).

Practitioner Requires Additional Taxonomy(ies): Check this box if the Practitioner requires more than one taxonomy. Only in rare situations should a Practitioner have two (2) taxonomies.

- If a Practitioner has been hired in two different capacities, then they may have two taxonomies. Example, a Practitioner who was hired part-time as a case manager and was also hired part-time to work as an MSW intern would have two taxonomies: care coordinator and student.
- Call the QA Division if you would like to request 2 taxonomies (213-251-6885).

Justification: If you checked the box requesting more than one taxonomy for the Practitioner, provide the justification for the request from a dropdown list. Only one justification may be selected.

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(LACDMH Directly Operated ONLY) Practitioner Credentials: Enter the Practitioner's credentials. Only one may be selected.

- For Directly-Operated programs the credential(s) chosen will be associated with the Practitioner's electronic signature.
- Choose the credential that best represents and justifies the services the Practitioner will be providing.

Submission Status: Select submission status.

- In Progress – still need to verify some of the information
- Completed – have verified all the information and the Practitioner record is ready for conversion to IBHIS
- Do Not Enroll - the Practitioner will not be enrolled in IBHIS for your agency

Practitioner Language: Enter languages, in addition to English, used during current work assignment. Additional languages can be added by clicking on the "+" sign to the right of the page then selecting the language from the drop down menu. Languages can be deleted by checking the box next to the language then clicking the "X" in the upper right corner of that screen.

Practitioner Language

<input type="checkbox"/>	Language English
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DICTIONARIES

Gender

Male
Female

Ethnicity

White
African-American
American Indian/Alaska Native
Chinese
Japanese
Filipino
Other
Korean
Armenian
Cambodian
Samoan
Asian Indian
Hawaiian Native
Guamanian
Laotian
Vietnamese
Other Black
Other White
Other
Unknown/Not Reported
Hmong
Mien
Other Asian
Other Pacific Islander
East African
Central African
North African
Southern African
West African
Eastern European
Iranian
Other Middle Eastern
Mexican
Central American
South American
Cuban
Puerto Rican
Other Hispanic or Other Latino

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Discipline

Medical Doctor/Doctor of Osteopathy
Nurse Practitioner (Psych Mental Health)
Authorized NP (Psych Mental Health)
Psychologist
Social Worker
Marriage and Family Therapist
CNS (Psych Mental Health)
Authorized CNS (Psych Mental Health)
Authorized RN
RN, LVN, LPT
Mental Health Rehab Specialist
Other Mental Health Workers
Peer Advocate
Pharmacist / Pharmacist Assistant
Physician Assistant
Financial Worker (Not available for LE)
Non-Disciplined Administrative (Not available for LE)

Category

Community Worker (2year/BA)
Community Worker (NON 2year/BA)
Doctor of Osteopathy
Financial Worker
Licensed Psych Tech
Marriage and Family Therapist Trainee (Student)
MD/DO Resident
Medical Case Worker (2year/BA)
Medical Case Worker (NON 2year/BA)
Medical Doctor
MFT (Registered, Licensed)
Non-Disciplined Administrative
Nurse Practitioner
Nurse Practitioner Student
Nursing Student
Other Student
Peer Advocate (2year/BA)
Peer Advocate (NON 2year/BA)
Pharmacist
PhD Psychologist (Waivered, Licensed)
Physician Assistant
Psychologist Intern/Practicum Student
PsyD Psychologist (Waivered, Licensed)

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Registered Nurse
Social Work Intern (Student)
Social Worker (Registered, Licensed)
Student Psych Tech

Taxonomy

390200000X	Student in an Organized Health Care Education/Training Program
1835G0000X	Pharmacist, General Practice
1835P1200X	Pharmacist, Pharmacotherapy
1835P1300X	Pharmacist, Psychiatric
167G00000X	Licensed Psychiatric Technician
363A00000X	Physician Assistant
163W00000X	Registered Nurse
163WA0400X	Registered Nurse, Addiction (Substance Use Disorder)
163WC1500X	Registered Nurse, Community Health
163WP0807X	Registered Nurse, Psychiatric/Mental Health Child & Adolescent
163WP0808X	Registered Nurse, Psychiatric/ Mental Health
163WP0809X	Registered Nurse, Psychiatric/Mental Health Adult
363L00000X	Nurse Practitioner
363LC1500X	Nurse Practitioner, Community Health
363LP0808X	Nurse Practitioner, Psychiatric/ Mental Health
364S00000X	Clinical Nurse Specialist
364SC1501X	Clinical Nurse Specialist, Community Health/Public Health
364SP0807X	Clinical Nurse Specialist Psychiatric/Mental Health Child & Adolescent
364SP0808X	Clinical Nurse Specialist, Psychiatric/Mental Health
364SP0809X	Clinical Nurse Specialist Psychiatric/Mental Health Adult
364SP0810X	Clinical Nurse Specialist Psychiatric/Mental Health Child & Family
364SP0811X	Clinical Nurse Specialist Psychiatric/Mental Health Chronically Ill
364SP0812X	Clinical Nurse Specialist Psychiatric/Mental Health Community
364SP0813X	Clinical Nurse Specialist Psychiatric/Mental Health Geropsychiatric
164X00000X	Licensed Vocational Nurse
208D00000X	Physician, General Practice
2084F0202X	Physician, Forensic Psychiatry
2084P0800X	Physician, Psychiatry
2084P0802X	Physician, Addiction Psychiatry
2084P0804X	Physician, Child & Adolescent Psychiatry
2084P0805X	Physician, Geriatric Psychiatry
174400000X	Specialist
103T00000X	Psychologist
103TA0400X	Psychologist, Addiction (Substance Use Disorder)
103TA0700X	Psychologist, Adult Development & Aging
103TB0200X	Psychologist, Cognitive & Behavioral

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103TC0700X	Psychologist, Clinical
103TC1900X	Psychologist, Counseling
103TC2200X	Psychologist, Clinical Child & Adolescent
103TP2701X	Psychologist, Group Psychotherapy
225C00000X	Rehabilitation Counselor
104100000X	Social Worker
1041C0700X	Social Worker, Clinical
1041S0200X	Social Worker, School
101YM0800X	Counselor, Mental Health
106H00000X	Marriage and Family Therapist
101Y00000X	Counselor
101YA0400X	Counselor, Addiction (Substance Use Disorder)
101YP2500X	Counselor, Professional
101YS0200X	Counselor, School
102X00000X	Poetry Therapist
171M00000X	Case Manager/Care Coordinator
172V00000X	Community Health Worker
221700000X	Art Therapist
222Q00000X	Developmental Therapist
225400000X	Rehabilitation Practitioner
225600000X	Dance Therapist
225800000X	Recreation Therapist
225A00000X	Music Therapist
225X00000X	Occupational Therapist
225XM0800X	Occupational Therapist, Mental Health
224Z00000X	Occupational Therapy Assistant
374700000X	Technician
3747A0650X	Technician, Attendant Care Provider

Credentials (**DO ONLY**)

Clinical Nurse Specialist
CNS, Student
Community Worker
DO Resident
Doctor of Osteopathy
Financial Worker
Licensed Clinical Social Worker
Licensed Marriage and Family Therapist
Licensed Psychologist, PhD
Licensed Psychologist, PsyD
Licensed Pysch Tech
Licensed Vocation Nurse

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Marriage and Family Therapist Registered
Marriage and Family Therapist Student
MD Resident
Medical Case Worker
Medical Doctor
Mental Health Rehab Specialist
Mental Health Services Coordinator
Non-Disciplined Administrative
Nurse Practitioner Board Certified
Nurse Practitioner Student
Occupational Therapist
Peer Advocate
Pharmacist
Physician Assistant
Psych Tech (student)
Psychologist Intern/Trainee
Recreational Therapist
Registered Nurse
Rehabilitation Therapist
RN, Student
Social Work Student
Social Worker Registered
Substance Abuse Counselor
Waivered Psychologist, PhD
Waivered Psychologist, PsyD